

Video Teleconference Request

Your Name _____

Requested Conference Area Hamilton: 319 ____ 206 ____ Thayer ____

Conference Subject _____

Date(s) of Conference _____

Time of Conference _____

Requesting Office/School/Person _____

Conference Attendees - Office/School/Person _____

Your Phone Number _____

Will you be initiating the call? Yes ____ No ____

If yes, what is the VTC number we need to dial to get you connected to your party.

If no, give your party our VTC number that they may dial us. #700-898-5200 (Hamilton Hall only).
Contact Loney Nunemaker for Thayer VTC number.

Equipment Required:	Mark Appropriate Line(s)
Computer (Laptop)	_____
Internet connection	_____
Elmo document camera	_____
Overhead (tranparency) Projector	_____
Multimedia Projector	_____
Telephone	_____
None	_____

Notes: Please Read Carefully.

- VTC equipment is scheduled via this sheet through the PTC only
- School/Training related conferences are held in Hamilton Hall, Room 319 or 206
Contact Lynn Akens for scheduling Room 319 or LT Zack Pickett for Room 206. Then, complete this sheet and click the "Mail Form" button
- PTC Conferences are held in Thayer Hall, First Floor
- Room furniture may be re-arranged to suit your needs. It must be set back to its original configuration before your departure.
- TRACEN Yorktown routinely connects at 384 Kbps. If your party cannot be connected at that speed, you will not achieve what is considered a "real time" connection. In that instance, it is not worth the time or money to do a VTC call. You may wish to consider a standard conference call.
- It is possible that your VTC may be bumped in the event of mission critical circumstances. In such an event, you will be notified before your conference is scheduled to occur. This however is the exception and not the rule. We apologize in advance for the inconvenience.
- Submit completed form to Loney Nunemaker, Thayer Hall, Questions? Ext. 2372.